Guide for Improving Marine Protected Area Management Effectiveness (MPAME) in Indonesia

eWorksheet User Manual

(Version 1.0: January 2011)

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1 Introduction

This "Guide for Improving Marine Protected Area Management Effectiveness (MPAME) in Indonesia" was purposefully designed to be user-friendly. It is accompanied with a Microsoft Excel (MS-Excel) based software to accommodate easy and automated calculation of 'Management Level' and 'Conservation Effect Rating'. More importantly, the software will also help us on standardizing typical governance, biophysical and socio-economic aspects being reviewed in each MPA studied. This, in turn, will facilitate us to compare all MPAs that have been reported and stored in MPAME database. The result will be really helpful when we want to map spatial distribution of MPAs throughout Indonesia based on their management effectiveness, along with their temporal progress, if any, and to prioritize activities to improve management performance and/or to build management capacity to anticipate pressures and threats facing by each MPA.

The objective of this User Manual is to provide detailed steps to assist users in filling out and completing sections of electronic worksheet (eWorksheet) for reviewing MPA Management Effectiveness which the hard-copy is available at the Appendix of MPAME Guide book.

Minimum Requirements

Below are minimum requirements to utilize the software properly.

User:

- Should be familiar with Microsoft Windows based softwares, particularly Microsoft Excel version 2003.

System:

- Computer with Pentium 4 processor or above
- 1 GB RAM
- A minimum 100 MB space on your computer hard-disk (after installation, the program requires approximately 6 MB space)

2 General Review of eWorksheet

Similar to those described in the Guide, eWorksheet stored in the accompanying CD is consisted of two sections, i.e. (1) MPA Management Effectiveness Worksheet, with two sub-sections of "MPA Background Information" and "MPA Management Scorecard"; and (2) Scorecard Final Result of MPA Management Effectiveness Review. A user, after fully understand the concept and steps described in the Guide, should be able to calculate scores of 'Management Level' and 'Conservation Effect Rating' using eWorksheet automatically. In addition s/he also will automatically have a soft-copy of a completed Scorecard with relevant data and indicator(s) that demonstrate management performance of the MPA being studied.

With an assumption that filling out eWorksheet is conducted correctly, the result will at least be more 'accurate' when compared to the result of manual calculation. This is simply because all of the calculations are done automatically by MS-Excel software.

In this 'User Manual', instructions will be given on how to fill out and complete the following materials described at length in the Guide:

A. MPA Management Effectiveness Worksheet

Section 1: Background Information of MPA

A. MPA Description and Status
B. MPA Management Effectiveness Review Team
C. MPA Financial Management
D. MPA Enforcement
E. Additional Information

Section 2: MPA Management Scorecard

- Table A
- Table B
- Table C
- Table D
- Table E

B. MPA Management Effectiveness Review: Scorecard Final Result

3 Inputting Data to eWorksheet

3.1 General Instruction

This section explains several general instructions to fill out every part of eWorksheet. Each instruction has its own function as follows.

3.1.1 Adding/inserting row(s) to table

The function of this feature is to add or insert row(s) to a table when their number is not sufficient to accommodate the data being inputted. Not all table in eWorksheet can be altered for this purpose, and one example of adjustable tables is the 'Boundary Coordinates' table. The following are steps to add or insert row(s) in a modifiable table:

1. Put cursor at the number column (located at the most left side column of MS-Excel screen) corresponding to last row of the table that will be modified (in this case, table of 'Boundary Coordinates', see Figure 1), and then right click to call 'Pop Up Menu' to appear (see Figure 2).

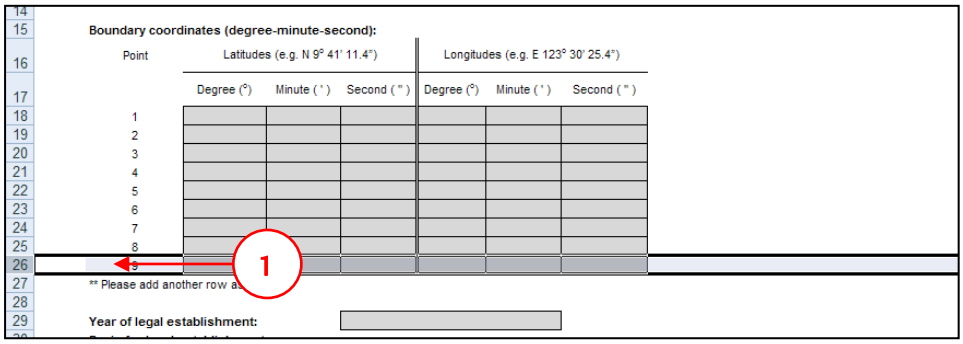


Figure 1. Selecting row's number

2. After 'Pop Up Menu' appear (see Figure 2), select 'Insert'. Then, an additional row will be added/inserted automatically. Repeat the steps as needed.

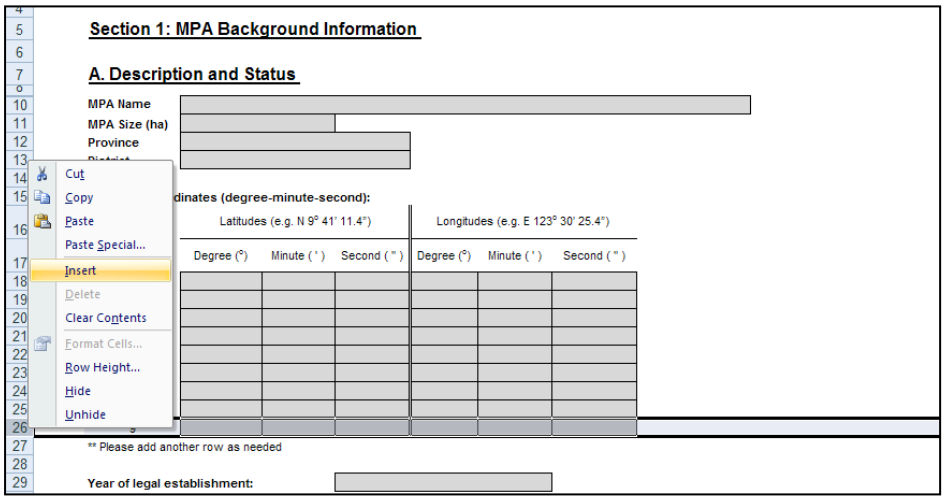


Figure 2. Adding/inserting row to table

3.1.2 Changing the cell height

This feature's function is to change the cell height, especially when the inputs (usually texts) exceed cell capacity and much of them become not visible. The cell height can be changed by taking steps as follows:

1. Put cursor at the number column corresponding to row of the table that will be modified (see Figure 3).

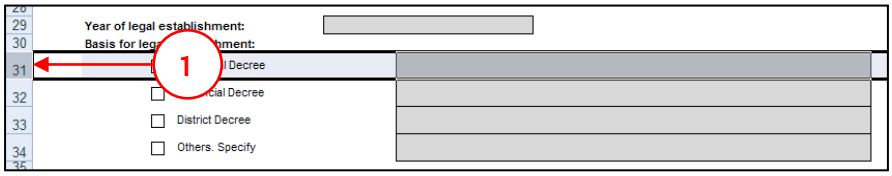


Figure 3. Changing the cell height

2. Move cursor carefully to line at the base of the selected number column and wait a second or so until the cursor changes itself into a form of plus sign with double, up-and-down directions' arrows (see Figure 4). Then, click, hold and drag the cursor up-and-down to change the cell height as required.

Figure 4. Cursor for changing the cell size

3.1.3 Inputting number

- Thousand separator
  Inputting number over 999 or one thousand or more does not require separator because MS-Excel will add it automatically. For example, to have **10,000** appear in the eWorksheet, you just simply type **10000**.

- Decimal value
  Decimal value can be obtained by inserting a point ('.') right before they appear. For example, to have a figure of **1,678.65**, then you should type **1678.65**.

3.1.4 Saving eWorksheet

For safety and convenience it is recommended to save eWorksheet regularly. This is to avoid the review results from being lost because the computer, for instance, crash or hang.

Steps for saving eWorksheet are as follows:

1. Press Windows button at the top left corner of MS-Excel screen, then select and click 'Save' (see Figure 5). Or, alternatively, you can save your work anytime by pressing both Ctrl and S button on the keyboard simultaneously.

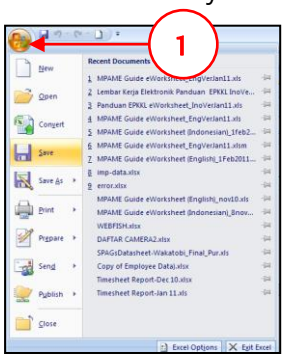


Figure 5. Options for MS-Excel document management

2. If you work using MS-Excel version 2007 for completing eWorksheet, a 'Compatible Checker' dialogue box will appear on your screen when you try to save your work (see Figure 6). Ignore this dialogue box and save your document by pressing 'Continue' button.

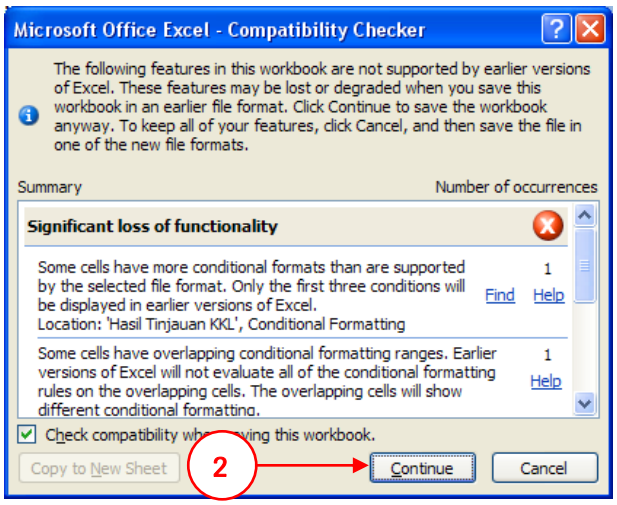

Microsoft Office Excel - Compatibility Checker
The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when you save this workbook in an earlier file format. Click Continue to save the workbook anyway. To keep all of your features, click Cancel, and then save the file in one of the new file formats.
Summary
Number of occurrences
Significant loss of functionality
Some cells have more conditional formats than are supported by the selected file format. Only the first three conditions will be displayed in earlier versions of Excel.
Location: 'Hasil Tinjauan KKL', Conditional Formatting
1
Find
Help
Some cells have overlapping conditional formatting ranges. Earlier versions of Excel will not evaluate all of the conditional formatting rules on the overlapping cells. The overlapping cells will show different conditional formatting.
1
Help
Check compatibility when saving this workbook.
Copy to New Sheet
2
Continue
Cancel

Figure 6. Compatibility Checker dialogue box

3. If you use MS-Excel version 2003, step number 2 above will not appear.

Tips: *to ensure that the inputted data are not lost because you forget to save or because other causes such as power failure, it is highly recommended to activate auto-save facility of the MS-Excel software. With this facility on, you can save your work automatically every, say, 15 or 30 minutes, and avoid unnecessary, annoying data lost. To activate the auto-save facility please consult "MS-Excel User Manual" or MS-Excel Help facility (by pressing F1 button).*

3.2 Special Instructions to Fill Out eWorksheet

This section describes in detail how to fill out every part of MPA Management Effectiveness worksheet.

3.2.1 Preparation

Prior to fill out MPA Management Effectiveness worksheet, you need to make preparation. They are:

1. Copy eWorksheet from the accompanying CD (or download it directly from MPAMES website: http://mpames.coraltrianglecenter.org/) to your desktop/laptop computer. We named the file 'MPAME Guide eWorksheet_EngVerJan11.xls'. The copy is usually saved in a folder of your working directory in the hard-disk (C:\). For easy access later, it is recommended to create a short-cut and put it on your Desktop screen.
2. After copying and saving eWorksheet file on your desktop/laptop computer, open the file by putting the cursor at the file name and double clicking on it.
3. When the program is opened, a Security Warning stating that the 'Macros' has not yet been activated ('Macros have been disabled') will appear on your screen (see Figure 7). You need to activate 'Macros' to enable the software working properly. To activate 'Macros', click the 'Option' button as appeared in Figure 7.

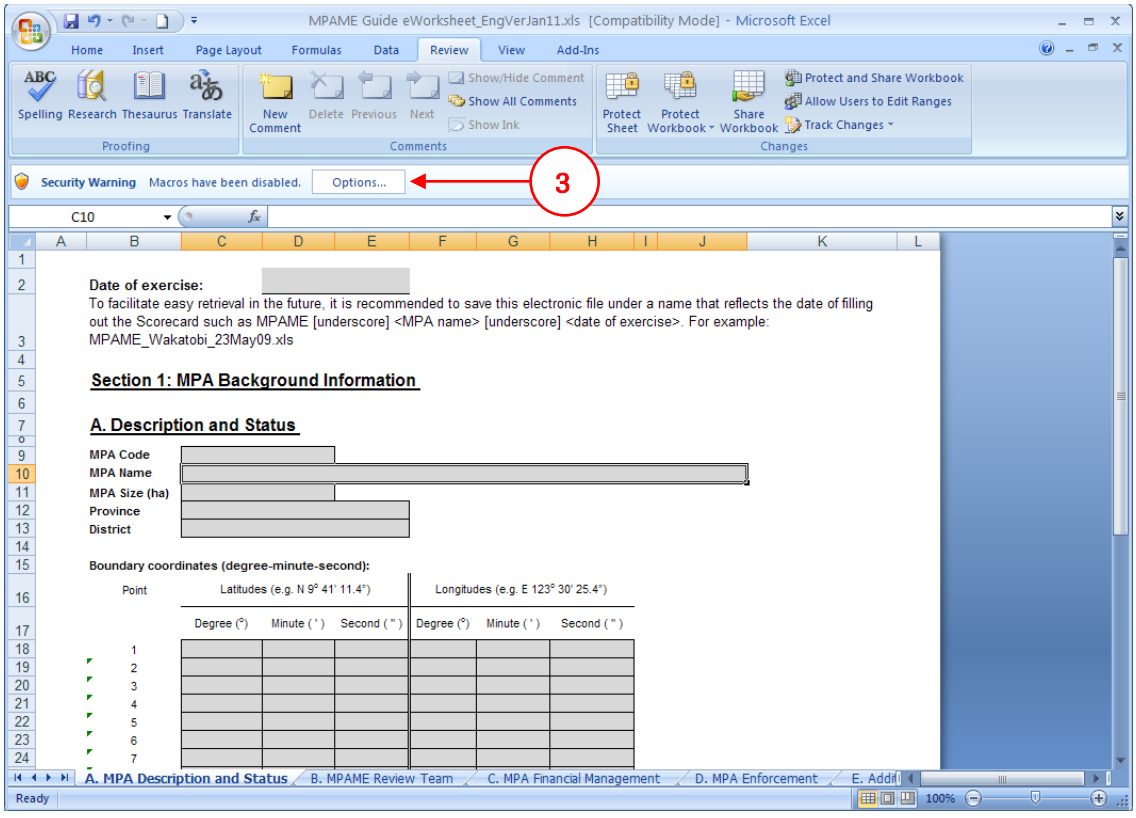

MPAME Guide eWorksheet_EngVerJan11.xls [Compatibility Mode] - Microsoft Excel
Security Warning
Macros have been disabled.
Options...
3
Date of exercise:
To facilitate easy retrieval in the future, it is recommended to save this electronic file under a name that reflects the date of filling out the Scorecard such as MPAME [underscore] <MPA name> [underscore] <date of exercise>. For example:
MPAME_Wakatobi_23May09.xls
Section 1: MPA Background Information
A. Description and Status
MPA Code
MPA Name
MPA Size (ha)
Province
District
Boundary coordinates (degree-minute-second):
Point
Latitudes (e.g. N 9° 41' 11.4")
Longitudes (e.g. E 123° 30' 25.4")
Degree (°)
Minute (')
Second (")
A. MPA Description and Status
B. MPAME Review Team
C. MPA Financial Management
D. MPA Enforcement
Ready

Figure 7. Security Warning that 'Macros' has not yet activated

4. After the dialogue box ('Security Warning – Macro') appears , select 'Enable this content', and then click 'OK' (see Figure 8). The eWorksheet is now ready for you to work with. **Please note that you must do this step every time you open the file to repeat working with eWorksheet.**

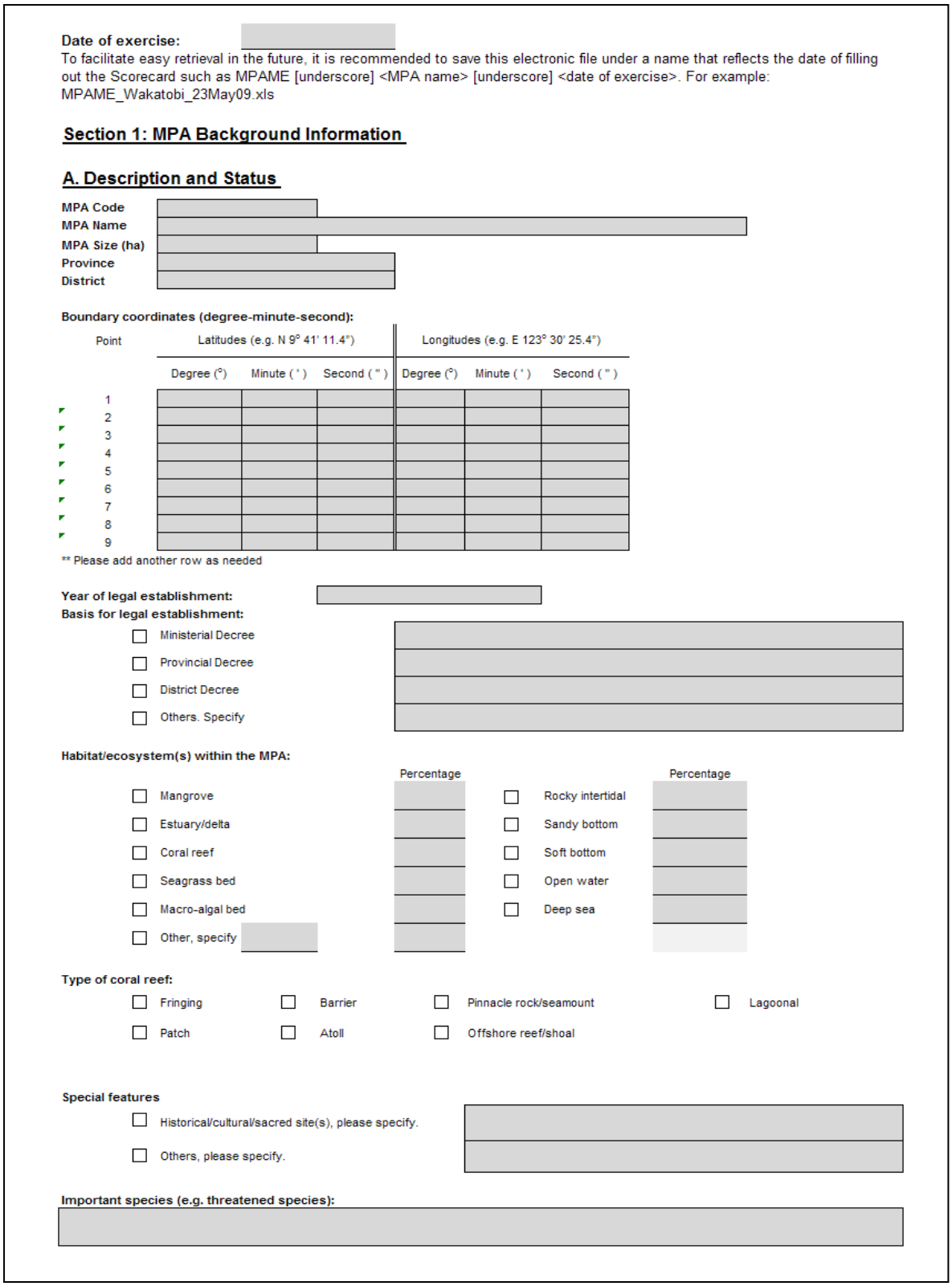
Microsoft Office Security Options
Security Alert - Macro
Macro
Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.
Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
More information
File Path: C:\...DOC\MPAMES TOOLS\Form\MPAME Guide eWorksheet (Indonesian).xls
Help protect me from unknown content (recommende
Enable this content
4
Open the Trust Center
OK
Cancel

Figure 8. Security option dialogue box

5. Before you start to fill out eWorksheet, save the file using 'Save As' facility and rename using the recommended standard file naming as follows: **MPAME[underscore]<MPA name>[underscore]<date of exercise >**. Example: MPAME_Wakatobi_23May09.xls.

3.2.2 MPA Description and Status

After opening the file, at the first page of eWorksheet you will see an outline like the following (see the active tab A. MPA Description and Status at the bottom of MS-Excel screen):



Date of exercise:

To facilitate easy retrieval in the future, it is recommended to save this electronic file under a name that reflects the date of filling out the Scorecard such as MPAME [underscore] <MPA name> [underscore] <date of exercise>. For example: MPAME_Wakatobi_23May09.xls

Section 1: MPA Background Information

A. Description and Status

MPA Code
MPA Name
MPA Size (ha)
Province
District

Boundary coordinates (degree-minute-second):

Point	Latitudes (e.g. N 9° 41' 11.4")			Longitudes (e.g. E 123° 30' 25.4")		
	Degree (°)	Minute (')	Second (")	Degree (°)	Minute (')	Second (")
1						
2						
3						
4						
5						
6						
7						
8						
9						

** Please add another row as needed

Year of legal establishment:

Basis for legal establishment:

- ☐ Ministerial Decree
- ☐ Provincial Decree
- ☐ District Decree
- ☐ Others. Specify

Habitat/ecosystem(s) within the MPA:

	Percentage		Percentage
☐ Mangrove		☐ Rocky intertidal	
☐ Estuary/delta		☐ Sandy bottom	
☐ Coral reef		☐ Soft bottom	
☐ Seagrass bed		☐ Open water	
☐ Macro-algal bed		☐ Deep sea	
☐ Other, specify			

Type of coral reef:

- ☐ Fringing ☐ Barrier ☐ Pinnacle rock/seamount ☐ Lagoonal
- ☐ Patch ☐ Atoll ☐ Offshore reef/shoal

Special features

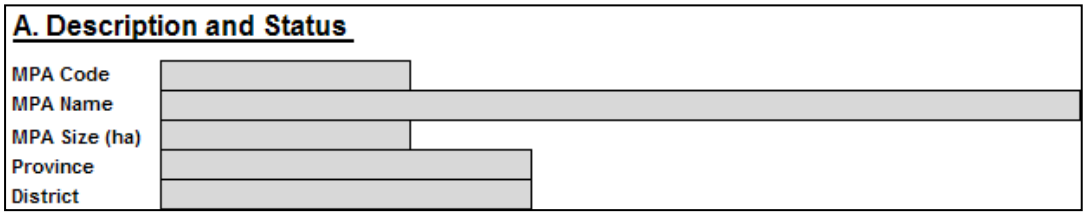
- ☐ Historical/cultural/sacred site(s), please specify.
- ☐ Others, please specify.

Important species (e.g. threatened species):

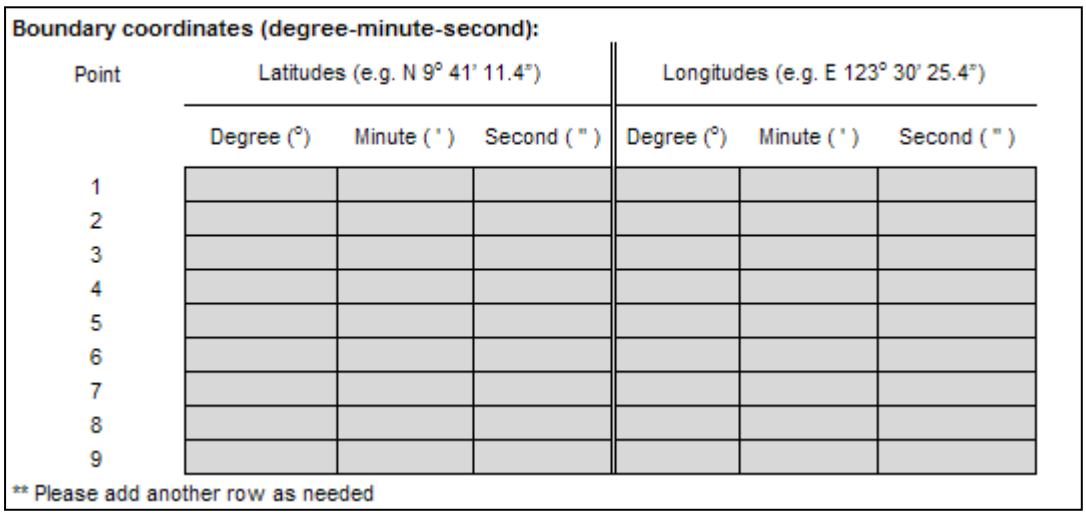
Figure 9. MPA Description and Status screen

Instructions:

1. Fill out the 'Date of Exercise' column with the date when the review is/was carried out. The file should then be saved using the recommended standard file naming such as: **MPAME[underscore]<MPA name>[underscore]<date of exercise >**. See point 5 (**sub-section 3.2.1**) above for the detail.

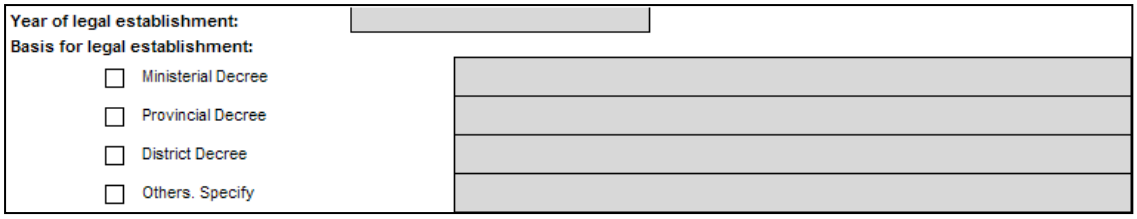


2. Write 'MPA Code' at the applicable column. If you have not yet had the Code for your MPA, you can obtain it from MPAME database manager/specialist at The Nature Conservancy Indonesia Marine Program, by writing email to Nyoman Suardana (nsuardana@tnc.org) and Arisetiarso Soemodinoto (asoemodinoto@tnc.org), or via telephone (+62-361) 287272 or facsimile (+62-361) 270737. While it is recommended to have MPA Code beforehand, this does not mean that you can not fill out the remaining sections. **You can still work with the MPA Management Effectiveness eWorksheet!** You can obtain MPA Code later. Please note that if you do not have the Code for your MPA, the database manager/specialist will assign a code later when your work arrive at TNC database in Bali. We will let you know about this too.
3. Then, you are required to provide information such as 'MPA Name', 'MPA Size' (in hectares), and the province and the district where the MPA is located. To fill out the applicable columns, you can just type in the required data and information. For example, you can type "100000" at 'MPA Size (ha)' column, or type "West Papua" at 'Province' column.
4. Next, you should fill out the coordinates of MPA boundary.



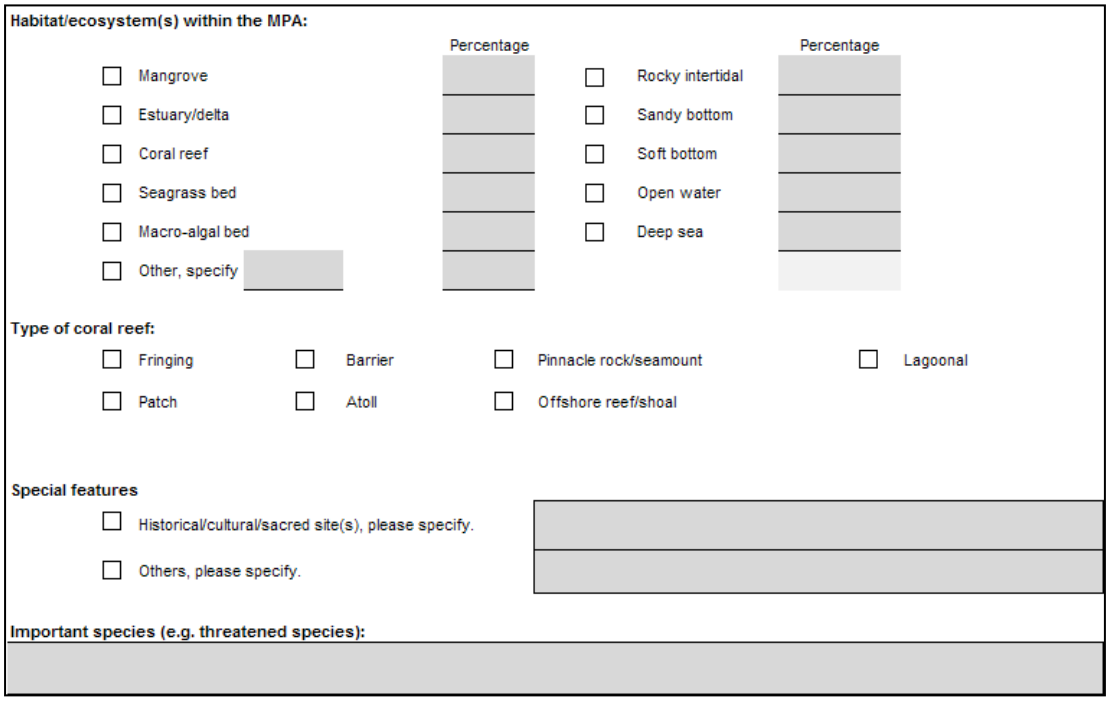
Fill the column with relevant number/value. Refers to instruction of "inputting number" (see **sub-section 3.1.3** above) for guide. If the number of table's row is not enough, you can add or insert new row(s) by referring to instruction described in **sub-section 3.1.1** above.

5. Completing data of the establishment of MPA is the next step. Fill out 'Year of Legal Establishment' and 'Basis for Legal Establishment' on the related column.



For example, if Ministerial decree is the basis of MPA establishment, then click the box before 'Ministerial Decree' and type the decree, in detail, at the associated column (for example, Minister of Marine Affairs & Fisheries Decree Number 1 Year 2010 on the Establishment of Manokwari Coastal MPA). When more than one decree basing the establishment of an MPA (for instance there is a Bupati decree of designation/reservation and a Minister decree of declaration) then click relevant boxes and type the decrees, in detail, at the associated columns. For decrees published by officials such as Director General or a level below, or by Village/Head of Village, or by Community Group, you can use 'Others' option and followed by typing in detail the decree at the associated column.

6. On the next sections, you are asked to select one or more variables or aspects of MPA. Similarly, you will select them by clicking on relevant boxes.



In this instance, there are, say, several habitats or ecosystems in MPA where you work. They are coral reef, mangrove and seagrass bed. To indicate these ecosystems are in your MPA, just click the relevant boxes. You can also add quantitative information about these ecosystems, in terms of percentage of total area of each ecosystem relative to MPA total area, if any. A note for 'percentage', you just need to fill out the number/value without the percent sign (%), because MS-Excel will automatically assign it. You can employ a proxy to give the percentage but the most close number/value is highly recommended.

7. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.3 MPA Management Effectiveness Review Team

B. Management Effectiveness Evaluation Review Team

No	NAME	ORGANIZATION	POSITION / TITLE	CONNECTION TO MPA	CONTACT DETAILS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Figure 10. MPA Management Effectiveness Review Team screen

Instructions:

1. To open this worksheet, click **'B. MPAME Review Team'** tab at the bottom of MS-Excel screen.
2. Fill out the form as required.
   Name, should be filled with name of a Review Team member.
   Organization, should be filled with name of the organization a team member come from.
   Position/Title, should be filled with position/title of a team member in his/her organization.
   Connection to MPA, should be filled with the relationship between a team member or his/her organization and the MPA. For example, stakeholder, MPA managers, resident community of MPA.
   Contact Details, shouldbe filled with address, telephone number, or email of a team member.
3. Note: if the inputted information is exceeding form's cell height, you do not need to adjust it manually because it will be changed automatically to accommodate the inputs.
4. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.4 MPA Financial Management

This sub-section describes the aspect of MPA financial management, including the source, the annual budget, and details of most expenses of MPA.

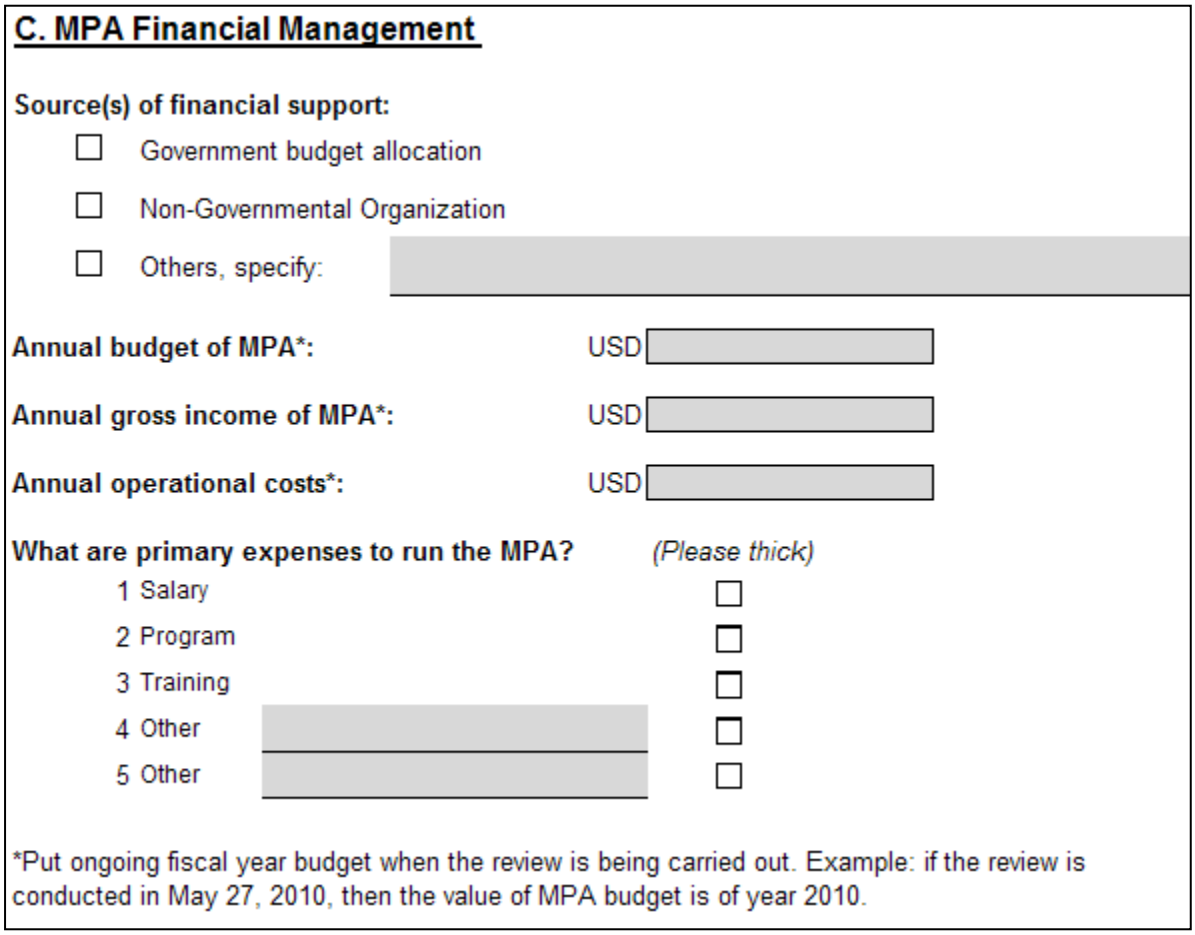

C. MPA Financial Management
Source(s) of financial support:
Government budget allocation
Non-Governmental Organization
Others, specify:
Annual budget of MPA*:
USD
Annual gross income of MPA*:
USD
Annual operational costs*:
USD
What are primary expenses to run the MPA?
(Please thick)
1 Salary
2 Program
3 Training
4 Other
5 Other
*Put ongoing fiscal year budget when the review is being carried out. Example: if the review is conducted in May 27, 2010, then the value of MPA budget is of year 2010.

Figure 11. MPA Financial Management screen

Instructions:

1. To open this worksheet, click **'C. MPA Financial Management'** C. MPA Financial Management tab at the bottom of MS-Excel screen.
2. Indicate 'Source(s) of Financial Support' by clicking relevant box(es). You can select more than one when they are coming from multiple sources. For 'Others' source of funding, you must type the detail in the associated column.
3. Then you can fill out the column of **Annual Budget of MPA, Annual Gross Income of MPA** and **Annual Operational Costs**. Refers to instruction of "inputting number" (see **sub-section 3.1.3** above) to guide you filling out these columns.
4. Next, you can select primary expenses to run the MPA by clicking relevant box(es). For 'Other' options, you can first type the activity before clicking at the associated box.
5. If the inputted data/information is exceeding column size, you can modify the column's cell height by referring to **sub-section 3.1.2** above.
6. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.5 MPA Enforcement

In this sub-section we will deal with law(s) and regulation(s) for the basis of MPA Enforcement, and to list apprehensions that have occurred within the MPA and how they are/were handled.

D. MPA Enforcement

Enforced laws, regulations and rules for managing the MPA:

Apprehensions recorded:

No	Nature of violation	Date committed	Final outcome (e.g., fined, imprisoned, dismissed)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Figure 12. MPA Enforcement screen

Instructions:

1. To open this worksheet, click **'D. MPA Enforcement'** D. MPA Enforcement tab at the bottom of MS-Excel screen.
2. List law(s) and regulation(s) that are referred to enforce MPA rules & regulations. Use coma (',') to separate multiple law(s) and regulation(s).
3. On 'Apprehensions Recorded' table, list the 'nature of violation', 'the date' and 'final outcome' of each apprehension.
4. If the number of rows is not sufficient, you can add or insert more row(s) by referring to **sub-section 3.1.1** above.
5. If the inputted texts are exceeding column size, you can modify the column's cell height by referring to **sub-section 3.1.2** above.
6. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.6 Additional Information

In this sub-section you can provide additional relevant information regarding the MPA that is not captured via the MPA Management Effectiveness Scorecard.

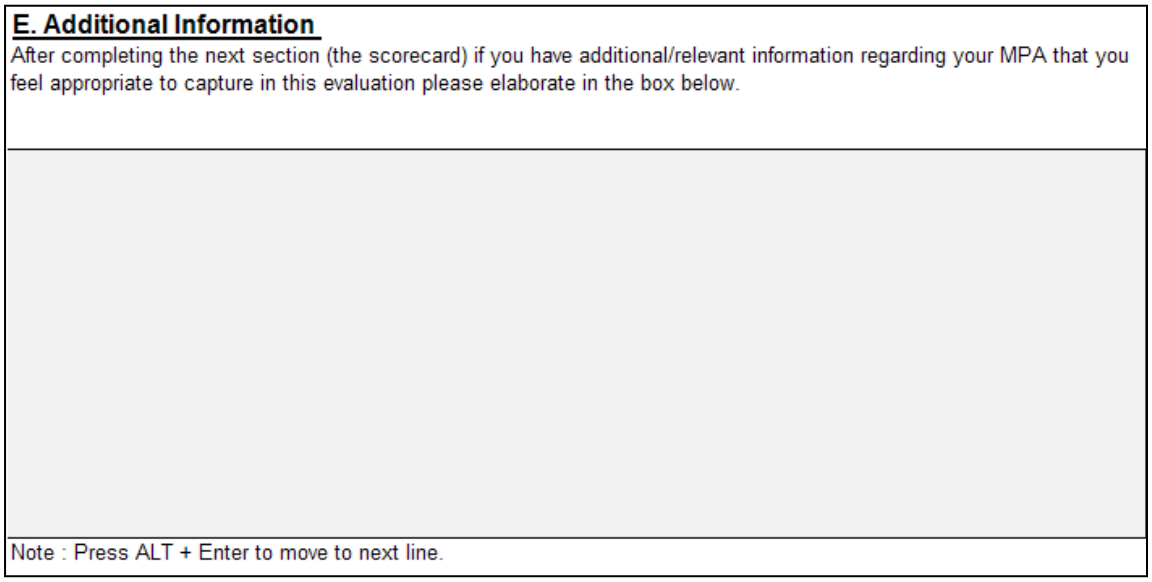

E. Additional Information
After completing the next section (the scorecard) if you have additional/relevant information regarding your MPA that you feel appropriate to capture in this evaluation please elaborate in the box below.
Note : Press ALT + Enter to move to next line.

Figure 13. Additional Information of MPA screen

Instructions:

1. To open this worksheet, click **'E. Additional Information'** E. Additional Information tab at the bottom of MS-Excel screen.
2. You can do it simply by typing the information you have in the grey box as required.
3. To start a new line or paragraph, press ALT+Enter keys. Press '←Backspace' button to return to previous line/paragraph.
4. If the inputted texts are exceeding column size, you can modify the column's cell height by referring to **sub-section 3.1.2** above.
5. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.7 List of Questions of Table A

Section 2: MPA Management Scorecard

Q#	Cat	CC	Question – Table A	Response				Indicators & Data Collation
				Y	N	DK	NA	
1	B	IA	Was the MPA site selected based on biophysical criteria identified through baseline assessment?	○	○	○	○	A baseline survey report is available. Title & Date Location Name the method(s) followed for biophysical surveying:
2	SE	IA	Was the MPA site selected based on socio-economic criteria identified through baseline assessment?	○	○	○	○	A baseline survey report is available. Title & Date Location Name the method(s) followed for socioeconomic surveying:
3	G	IA	Were site surveys and/or baseline assessments conducted in a collaborative way with relevant parties/stakeholders?	○	○	○	○	Documented details of the stakeholders that participated in the surveys/ assessment is available. Location
4	SE	IA	Has a baseline survey on MPA-associated livelihoods among local communities been completed?	○	○	○	○	A livelihoods survey report or similar document is available. Title & Date Postion
5	G	IA	Has the concept of an MPA been introduced to local communities and government?	○	○	○	○	If asked, local communities and local government groups would be able to verify a conceptual understanding of an MPA or has an evaluation or assessment been completed.
6	SE	IA	Has a situation analysis to identify conflicts, if any, with local people or stakeholders been completed?	○	○	○	○	A Report is available Title & Date Location
7	SE	IA	Has an education program to raise awareness about MPA functions and benefits started?	○	○	○	○	List what key activities have been undertaken to raise awareness about MPA functions & benefits? 1 2 3 4 5
8	SE	IA	Have there been efforts to gain the support of local peoples or stakeholder(s) through, e.g. capacity building, alternative livelihoods, outreach, and are these activities ongoing?*	○	○	○	○	Document here what key activities have been carried out to gain the support of local peoples and stakeholder(s) 1 2 3 4 5
9	G	IA	Have public consultations been conducted?	○	○	○	○	Minutes of meetings are available. Location
10	G	IA	Has a management body been established?	○	○	○	○	A management body has been established in the form of *(tick where relevant)* ○ National unit (i.e. Taman Nasional) ○ National unit (i.e. Reserve) ○ Provincial unit ○ District unit ○ Independent community group ○ Collaborative management agency between private sector, government and community groups ○ Privately managed MPA ○ Collaborative community and government group ○ Collaborative community, Government and NGO group ○ Collaborative NGO and Government ○ Collaborative community and NGO Name of Management Body: Year management body was formed: Year management body was active:

Figure 14. List of Questions of Table A – part 1

11	G	IA	Has the management body received preliminary training and capacity building to run the MPA?	○	○	○	○	Document what training has been provided (if the table below is not sufficient, you can make a list in separate file): Name of staff member /management representative | Position in Management Body | Training received (including duration of training)
12	B	OP	Have biophysical baseline results been used for setting 'SMART' goal(s) and target(s) for what the MPA hopes to conserve in the biophysical environment? (i.e. xx% of reef habitat maintained; xx# turtle nests / yr; reduction in destructive fishing practices by xx% annually, etc).	○	○	○	○	Please describe these goal(s) and target(s).
13	SE	OP	Have results of socio-economic baseline survey(s) been used for setting 'SMART'[1] goal(s) and target(s) for what the MPA hopes to achieve in terms of socio-economic intervention(s)? (i.e. xx% population with alternative livelihoods to destructive fishing by 20xx (yr).	○	○	○	○	Please describe these goal(s) and target(s).
14	G	OC	Is the MPA designated/reserved by government through a decree?	○	○	○	○	State the decree title and date of publication:

Note:
Y=Yes; N=No; DK=Don't Know; NA=Not Applicable
Cat=category (B=biophysical; SE=socio-economic; G=governance)
CC=Conservation Criteria (IA = Implementation Activity, OP = Output, OC = Outcome, CE = Conservation Effect)

Result	Yes	No	Don't Know	Not Applicable		Score
Total Responses	0	0	0	0	**Total score expected = Total number of questions (14) – number of 'Not Applicable' answers.** For example. If there were 3 answers that were 'NA' the total expected score for List A would be 14 – 3 = 11	14
					Proportional 'Yes' results = (Total 'Yes' recorded) ÷ (Total score expected) x 100. For example: If the Total 'Yes' recorded were 6, and the total score expected was 11, then the proportional results would be: 6 ÷ 11 x 100 = 54.5%	0.00%
						Reset

*Notes for reviewer:
Q#8 – "have there been efforts to gain the support of local peoples or stakeholder(s) through, e.g. capacity building, alternative livelihoods, outreach, and are these activities ongoing?" At this level the question is gauging whether efforts have been made to get affirmative support from local communities. At later stages in the scorecard this affirmative support can be measures in a variety of ways, including census statements, perception monitoring and/or studies/polls of public opinion.

[1]SMART = Specific, Measureable, Attainable, Results-oriented & Time bound

Figure 15. List of Questions of Table A – part 2

Instructions:

1. To open this worksheet, click **'Questions – Table A'** Questions – Table A tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
2. Give your response to every question by clicking either Yes, No, Do Not Know or Not Applicable, at the associated circle.
3. Then, fill out linked sections in **Indicators and Data Collation** column with appropriate MPA situation (and/or the availability of supporting data/information).
4. Questions about 'report title' and report date' should be answered accordingly. So too for the location where the report can be found, and the method(s) employed to collect data and information.
5. For Question #10, select one form of MPA management body by clicking relevant option.

6. If the inputted texts are exceeding column size, you can modify the column's cell height by referring to **sub-section 3.1.2** above.
7. Result and Score for Table A will be calculated automatically by MS-Excel software.
8. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.8 List of Questions of Table B

Question – Table B

Q#	Cat	CC	Question – Table B	Response Y	Response N	Response DK	Response NA	Indicators & Data Collation
1	G	IA	Were/are local communities involved in MPA planning processes?	○	○	○	○	Minutes of meetings/reports of collaborative planning processes available.
2	G	IA	Was/is government involved in MPA planning processes?	○	○	○	○	Minutes of meetings/reports of collaborative planning processes available.
3	G	IA	Have MPA rules and guidelines been posted at strategic locations so that the general public/people in the area of the MPA can easily see/read/reference them?*	○	○	○	○	MPA rules & guidelines are posted in strategic locations, i.e.: (please list)
4	B	IA	Has regular biophysical monitoring started?	○	○	○	○	Monitoring protocol(s) is/are in place. Biophysical components being monitored are (add more rows as needed):
5	SE	IA	Has regular socially related monitoring started?	○	○	○	○	Monitoring protocol(s) is/are in place. Socially related components being monitored are (add more rows as needed):
6	G	OP	Has a budget been allocated and is accessible for MPA management from central or local government or from other sources?	○	○	○	○	Annual total budget for MPA management is (in USD) (See section C. MPA Financial Management above):
7	G	OP	Has a management plan for the MPA been produced?	○	○	○	○	A management plan is available. Timescale of plan is
8	G	OP	Has production of MPA management plan been conducted in collaboration with all key stakeholders?	○	○	○	○	Minutes of meetings/reports of collaborative processes available.
9	G	OP	Has the management plan been *endorsed* by local communities?*	○	○	○	○	Endorsement from local communities is evident (e.g. correspondence indicating support from relevant village head)
10	G	OP	Has the management plan been *endorsed* by local government?*	○	○	○	○	Endorsement from government is evident (e.g. letter/decree endorsing management plan/forward written in the plan, etc.)

Row 4 – Indicators & Data Collation:

No	Biophysical component*	Period conducted (i.e. monthly, annually, every 2 years? Etc.)
1		
2		
3		
4		
5		

The top four or less priority biophysical components being monitored are:*

1

2

3

4

Row 5 – Indicators & Data Collation:

No	Social component*	Period conducted (i.e. monthly, annually, every 2 years? Etc.)
1		
2		
3		
4		
5		

Row 6 – Indicators & Data Collation:

USD -

No	Sources of funding	Amount	Duration of funding; from xx to xx.
1			
2			
3			

Row 7 – Indicators & Data Collation:

from year _____ to year _____

Title of plan

Location

Figure 16. List of Questions of Table B – part 1

11	G	OP	Does the MPA have a zoning plan (either as a component of the MPA management plan or produced seperately)?	○	○	○	○	Zoning plan is available. Title & Date Location Zoning is based on law(s) (please list): Zoning plan includes the following zones: Type of zone (i.e. Core, General Use, Traditional Use? Etc.)* / Number of these types of zone within the / Coverage in hectares of each zone type within MPA Which of the above listed zones are fully protected, i.e. "No Take Zones"? GIS Spatial data is available for all of the zones? ○ Yes ○ No If 'Yes' spatial data is stored Location
12	G	OP	Have anchor buoys, marker buoys and/or boundary markers been installed? (or any of the above)	○	○	○	○	Number installed & Purpose (add more rows if needed): Marker Buoy # / Purpose / Location (GPS)
13	G	OP	Has infrastructure been established to support operations, i.e. ranger station, field station, field offices, etc.?	○	○	○	○	Document all infrastructure developed: 1 2 3 4 5
14	G	OC	Has the MPA been officially declared with a decree?	○	○	○	○	State the decree title and date of publication

Note:
Y=Yes; N=No; DK=Don't Know; NA=Not Applicable
Cat=category (B=biophysical; SE=socio-economic; G=governance)
CC=Conservation Criteria (IA = Implementation Activity, OP = Output, OC = Outcome, CE = Conservation Effect)

Result	Yes	No	Don't Know	Not Applicable		Score
Total Responses	0	0	0	0	**Total score expected = Total number of questions (14) – number of 'Not Applicable' answers.**	14
					Proportional 'Yes' results = (Total 'Yes' recorded) ÷ (Total score expected) x 100.	0.00%
						Reset

*Notes for reviewer:
Q#3 – for example: an easy to read board is constructed in easy to reach places; rules & regulations, in forms of book, brochure, etc., are easily accessible by all.

Q#4(i) - possible biophysical aspects to be monitored may include (for example) reef health, fish spawning aggregations (FSAs), focal species abundance, trophic structure, fish diversity/abundance/size, mangrove abundance, water quality, coral bleaching/disease, benthic habitat composition, rugosity, coral recruitment, algae Cover, cetacean observations, turtle nesting activities etc.

Q#4(ii) – The four, or less, priority biophysical aspects being monitored are the four areas that are considered most important to the MPAs' integrity. Here the reviewer is asked to identify maximum four priorities of the management agency (for example: reef health, FSAs, turtle nesting activities and mangrove community structure).

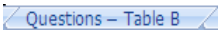
Q#5 – possible social aspects to be monitored may include (for example) community perceptions, resource use patterns, alternative livelihoods, socio-economic trends, Social impact assessment, educational attainment trends etc.

Q#9 & 10 – endorsed here means "received support only from local communities/government" but does not necessarily mean *adopted* yet.

Q#11 – if required please give more information in Section 1 sub-section E regarding your MPA zoning.

Figure 17. List of Questions of Table B – part 2

Instructions:

1. To open this worksheet, click **'Questions – Table B'**  tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
2. Give your response to every question by clicking either Yes, No, Do Not Know or Not Applicable, at the associated circle.
3. Then, fill out linked sections in **Indicators and Data Collation** column with appropriate MPA situation (and/or the availability of supporting data/information).
4. For Question #3, list places/locations where MPA rules & regulations been posted within and adjacent to MPA area.
5. For Question #4, list biophysical components being monitored and their monitoring interval. List four, or less, priority biophysical components that are being monitored.
6. For Question #5, list socio-economic components being monitored and their monitoring interval. If the number of rows is not sufficient, you can add or insert more row(s) by referring to **sub-section 3.1.1** above.
7. For Question #6, write down total annual budget to manage MPA. Refers to the one that has been listed in **C. MPA Financial Management** above. Next, fill out columns of 'sources of funding', 'amount' and 'duration of funding' of the table. If the number of rows is not sufficient, you can add or insert more row(s) by referring to **sub-section 3.1.1** above.
8. For Question #7, state the starting and ending years of MPA management plan document. Also state in detail the title of the document and its storage location.
9. For Question #11, type the title of MPA zoning plan document/report and the location where it is being stored. State regulations being referred to for making MPA zoning plan. Then, list names of zones being planned on the table, their number and total area for each zone. If the number of rows is not sufficient, you can add or insert more row(s) by referring to **sub-section 3.1.1** above. Finally, select one answer regarding spatial data of each zone, and the location where they are being stored.
10. For Question #12, state title, purpose and GPS location of buoys being installed within MPA area. If the number of rows is not sufficient, you can add or insert more row(s) by referring to **sub-section 3.1.1** above.
11. For Question #13, state infrastructure and facilites that have been developed to support management of MPA.
12. For Question #14, state title and publication year of decree that is being used as the basis for MPA official delaration.
13. Result and Score for Table B will be calculated automatically by MS-Excel software.
14. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.9 List of Questions of Table C

Question – Table C

Q#	Cat	CC	Question – Table C	Response				Indicators & Data Collation
				Y	N	DK	NA	
1	G	IA	Is the management body actively implementing/ following the management plan?	○	○	○	○	Annual report making reference to overarching management plan goals and targets is available.
2	G	IA	Have avenues for sustainable financing for the MPA been explored?	○	○	○	○	Some form of sustainable financing options analysis is available (i.e. options paper, feasibility analysis, etc.)
3	G	IA	Is there a mechanisms for local communities to raise concerns (if relevant) with the management body?	○	○	○	○	Document the mechanism used:
4	B	IA	Have the results of the regular biophysical monitoring (measuring components as described in Table B Q#4) been appropriately analyzed in order to extract observational trends in condition?	○	○	○	○	Monitoring reports showing appropriate analysis are available.
5	SE	IA	Have the results of the socially related monitoring (measuring components as described in Table B Q#5) been appropriately analyzed in order to extract observational changes over time?	○	○	○	○	Monitoring reports showing appropriate analysis are available.
6	G	IA	Is/are an enforcement group/groups in place to enforce MPA regulations (i.e. patrols)?	○	○	○	○	Enforcement group/groups are in place. Organizations/agencies/communities involved are (please list):
7	G	IA	Are enforcement activities being undertaken on a regular basis?	○	○	○	○	Enforcement activities are undertaken regularly. Describe enforcement schedule:
8	G	IA	Have the local judiciary received the necessary information/training to support them in their role in any prosecution process?*	○	○	○	○	Report/documentation available outlining training received by judiciary
9	G	OP	Are all information boards, boundary markers and anchor buoys in place and maintained?	○	○	○	○	Maintenance schedule/plan is available ☐ Information regarding compliance requirements and enforcement measures for people within and outside the MPA is available ☐
10	G	OC	Has the zoning plan of the MPA been endorsed by the local communities?*	○	○	○	○	Endorsement from local communities is evident (e.g. correspondence indicating support from relevant Village Head)
11	G	OC	Has the zoning plan of the MPA been endorsed by the local government?*	○	○	○	○	Endorsement from government is evident (e.g. letter/decree endorsing management plan/forward written in the plan, etc.)
12	G	OC	Has the management plan of the MPA been adopted by the local community?*	○	○	○	○	Evidence is available to show adoption of MPA management plan by local community. This evidence is in the form of: *(examples are: results of perception monitoring? Changes in resource use behavior? Etc.)*
13	G	OC	Has the management plan of the MPA been adopted by the local government?*	○	○	○	○	Evidence is available to show adoption of MPA management plan by local government. This evidence is in the form of: *(examples are: agreed changes to fisheries permitting systems? improvement in prosecution of MPA related cases? Etc.)*
14	G	OC	Is the MPA being used for research and education?	○	○	○	○	Research projects include: 1 2 *(please add as necessary)* Education activities include: 1 2 *(please add as necessary)*

Figure 18. List of Questions of Table C – part 1

Note:
Y=Yes; N=No; DK=Don't Know; NA=Not Applicable
Cat=category (B=biophysical; SE=socio-economic; G=governance)
CC=Conservation Criteria (IA = Implementation Activity, OP = Output, OC = Outcome, CE = Conservation Effect)

Result	Yes	No	Don't Know	Not Applicable		Score
Total Responses	0	0	0	0	**Total score expected = Total number of questions (14) – number of 'Not Applicable' answers.**	14
					Proportional 'Yes' results = (Total 'Yes' recorded) ÷ (Total score expected) x 100.	0.00%

Reset

*Notes for reviewer:
Q#8 – this training may have been provided by the management agency but equally may have been provided by government and/or other partners.
Q#10 & 11 – endorsed here means "received support only from local communities/government" but does not necessarily mean adopted yet.
Q#12 & 13 – adopted here means "local communities/governments use management plan in their decision-making process and consider it in daily activities"

Figure 19. List of Questions of Table C – part 2

Instructions:

1. To open this worksheet, click **'Questions – Table C'** Questions – Table C tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
2. Give your response to every question by clicking either Yes, No, Do Not Know or Not Applicable, at the associated circle.
3. Then, fill out linked sections in **Indicators and Data Collation** column with appropriate MPA situation (and/or the availability of supporting data/information).
4. For Question #3, state mechanisms to raise local communities' concerns to MPA management body.
5. For Question #6, state each name of the groups for MPA enforcement if the have been formed.
6. For Question #7, list the schedule of MPA enforcement activities (i.e., surveillance, patrolling, monitoring, etc.).
7. For Question #9, click the relevant box if maintenance plan/schedule is available, and if information regarding compliance requirements and enforcement measures for local people within and outside the MPA is available.
8. For Question #10, list evidences that MPA Zoning Plan has been endorsed/accepted by local communities (for example, evidences outlined in the examples provided).
9. For Question #11, list evidences that MPA Zoning Plan has been endorsed/accepted by local government (for example, evidences outlined in the examples provided).
10. For Question #12, state evidences that MPA Management Plan has been adopted by local communities.
11. For Question #13, state evidences that MPA Management Plan has been adopted by local government.
12. For Question #14, list research project and education activities that have been carried out in MPA.

13. If the inputted texts are exceeding column size, you can modify the column's cell height by referring to **sub-section 3.1.2** above.
14. Result and Score for Table C will be calculated automatically by MS-Excel software.
15. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.10 List of Questions of Table D

Question – Table D

Q#	Cat	CC	Question – Table D	Response Y	Response N	Response DK	Response NA	Indicators & Data Collation
1	G	OP	Does the MPA have a sustainable financing plan?	○	○	○	○	Sustainable financing plan is available. Sustainable financing for the MPA will be secured by
2	G	OC	Has the zoning plan of the MPA been *adopted* by the local community?*	○	○	○	○	Evidence is available to show adoption of MPA zoning plan by local community. This evidence is in the form of: *(examples are: results of perception monitoring? Changes in resource use behavior? Etc.)*
3	G	OC	Has the zoning plan of the MPA been *adopted* by the local government?*	○	○	○	○	Evidence is available to show adoption of MPA zoning plan by local community. This evidence is in the form of: *(examples are: results of perception monitoring? Changes in resource use behavior? Etc.)*
4	G	OC	Is the designated enforcement system fully operational/functioning?	○	○	○	○	The most common breaches of compliance are: *(list in order: 1 = most common cause to 5 = least common cause)* Fishers using legal gears, in legal areas, but without the correct permits Fishers with legal but destructive fishing gears that are not permitted in the MPA Outside fishers exploiting traditional use areas (zones within the MPA) Fishers active inside the No-Take Zones/Areas (NTZ/As) Fishers using nationally recognized illegal gears (i.e. dynamite, cyanide, etc.)
5	G	OC	Are No-Take Zones/Areas (NTZ/As) included in the patrolling?	○	○	○	○	Reports of patrolling activity are available
6	G	OC	Does monitoring show that local stakeholders are aware that extractive practices are prohibited in NTZ/As?	○	○	○	○	Monitoring Report is available showing percentage of local stakeholders aware that extractive practices are prohibited in the NTZ/A Percentage is
7	SE	OC	Does monitoring show that local communities are now less dependent on extracting resources within the MPA than prior to the MPAs establishment?	○	○	○	○	Livelihood analysis is available
8	B	OC	Have the results of biophysical monitoring analysis developed recommendations for improving management/governance/planning and associated interventions?	○	○	○	○	Document examples where the results of monitoring have been used for adaptive management:
9	SE	OC	Have the results of socially related monitoring analysis developed recommendations for improving management/governance/planning and associated interventions?	○	○	○	○	Document examples where the results of monitoring have been used for adaptive management:
10	G	CE	Have the incidence of illegal and destructive fishing practices reduced within the MPA since its establishment?	○	○	○	○	Surveying shows illegal and destructive practices are reduced from ____ levels in (year) ____ to ____ levels in (year) ____
Since the MPAs establishment, are the priority biophysical components stable and or improved in condition?								
11	B	CE	Biophysical priority 1: - condition is stable and or improved.	○	○	○	○	Monitoring report(s) available. Title : Location :
12	B	CE	Biophysical priority 2: - condition is stable and or improved.	○	○	○	○	Monitoring report(s) available. Title : Location :

Figure 20. List of Questions of Table D – part 1

13	B	CE	Biophysical priority 3: - condition is stable and or improved.	○	○	○	○	Monitoring report(s) available. Title : Location :
14	B	CE	Biophysical priority 4: - condition is stable and or improved.	○	○	○	○	Monitoring report(s) available. Title : Location :

Note:
Y=Yes; N=No; DK=Don't Know; NA=Not Applicable
Cat=category (B=biophysical; SE=socio-economic; G=governance)
CC=Conservation Criteria (IA = Implementation Activity, OP = Output, OC = Outcome, CE = Conservation Effect)

Result	Yes	No	Don't Know	Not Applicable		Score
Total Responses	0	0	0	0	**Total score expected = Total number of questions (14) – number of 'Not Applicable' answers.**	14
					Proportional 'Yes' results = (Total 'Yes' recorded) ÷ (Total score expected) x 100.	0.00%
						Reset

Notes for reviewer:
Q#2 & 3 – adopted here means "local communities/governments use the zoning plan in their decision-making process and consider it in daily activities"
Q#11, 12, 13 & 14 – these four priorities are as identified in the question 4 in List B as critical biophysical components to ensure the MPAs' integrity.

Conservation Effect calculation

Total CE questions in Table	Yes	No	Don't Know	Not Applicable
5	0	0	0	0

Figure 21. List of Questions of Table D – part 2

Instructions:

1. To open this worksheet, click **'Questions – Table D'** Questions – Table D tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
2. Give your response to every question by clicking either Yes, No, Do Not Know or Not Applicable, at the associated circle.
3. Then, fill out linked sections in **Indicators and Data Collation** column with appropriate MPA situation (and/or the availability of supporting data/information).
4. For Question #1, state the year when sustainable financing scheme for the MPA is started.
5. For Question #2, state evidences that MPA Zoning Plan has been adopted by local communities (use examples provided as guide).
6. For Question #3, state evidences that MPA Zoning Plan has been adopted by local government (use examples provided as guide).
7. For Question #4, fill the grey-colored column with number corresponding to relevant type of breach.

The most common breaches of compliance are: *(list in order: 1 = most common cause to 5 = least common cause)*	
	Fishers using legal gears, in legal areas, but without the correct permits
	Fishers with legal but destructive fishing gears that are not permitted in the MPA
	Outside fishers exploiting traditional use areas (zones within the MPA)
	Fishers active inside the No-Take Zones/Areas (NTZ/As)
	Fishers using nationally recognized illegal gears (i.e. dynamite, cyanide, etc.)

Figure 22. Answer options of Table D Question #4

8. For Question #6, write down the percentage of local stakeholders which aware that extractive practices are prohibited in No-Take Zones/Areas.
9. For Question #8, list examples of biophysical monitoring analysis that are used for making recommendations to improve management/governance/planning and associated interventions.
10. For Question #9, list examples of socio-economic monitoring analysis that are used for making recommendations to improve management/governance/planning and associated interventions.
11. For Question #10, state the level of reduction of illegal and destructive practices within the MPA since its establishment and the dates. For example: reduced from 75% levels in 2008 to 55% levels in 2010.
12. For Questions #11 to 14, state four priority biophysical being monitored (refer to the list of four biophysical components stated in Question #4 of Table B) and their condition when the exercise is being carried out. In **Indicators and Data Collation** column, list the title, date of publication and storage location of monitoring report of respective biophysical component.
13. Result and Score for Table D will be calculated automatically by MS-Excel software.
14. Calculation of Conservation Effect is carried out automatically as well.
15. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.11 List of Questions of Table E

Question – Table E

Q#	Cat	CC	Question – Table E	Response				Indicators & Data Collation
				Y	N	DK	NA	
1	G	IA	Has the MPA management plan been regularly reviewed and where relevant updated and refined for adaptive management?	○	○	○	○	Review is available. Where relevant sequential management plan is available and/or addendum to plan to show refinement over time.
2	G	IA	Have expansion strategies or programs to support connectivity with neighboring MPAs and/or networking in the region been initiated?	○	○	○	○	Networking plan/proposal available
3	G	OP	Are > 80% of all staff in the management body fully trained to meet their required proficiencies and tasks?	○	○	○	○	Staff appraisals and post-training progress report/monitoring/review results are available
4	G	OC	Is the MPA zoning plan fully integrated with the various government agency spatial planning processes?	○	○	○	○	Report or official decree is available
5	SE	OC	Do studies show that the development and maintenance of the MPA is an integral part of local economic development?	○	○	○	○	Report or livelihoods analysis is available
6	G	OC	Is local government committed to ensuring a sustainable future for the MPA?	○	○	○	○	Report or official decree is available
7	B	OC	Has analysis been undertaken to determine the extent and impact of ecosystem services the MPA is effectively conserving/enabling?	○	○	○	○	Ecosystem services analysis available.
8	G	OC	Is a sustainable financing plan being implemented that covers more than 80% of the annual operational costs?	○	○	○	○	Financial report available
9	B	CE	Are the goal(s) and target(s) identified in the management plan achieving >80% of the planned results according to monitoring or survey results?	○	○	○	○	<table><tr><th>No</th><th>Goals / targets from the management plan</th><th>Achievements to date</th></tr><tr><td>1</td><td></td><td></td></tr><tr><td>2</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>4</td><td></td><td></td></tr><tr><td>5</td><td></td><td></td></tr></table>
10	G	CE	Have the identified threats to the MPA been abated / significantly (>80%) reduced?	○	○	○	○	<table><tr><th>No</th><th>Threat to MPA</th><th>Abatement achieved</th></tr><tr><td>1</td><td></td><td></td></tr><tr><td>2</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>4</td><td></td><td></td></tr><tr><td>5</td><td></td><td></td></tr></table>
11	G	CE	Are illegal and destructive activities reduced/ halted within the MPA?	○	○	○	○	Report is available showing results of monitoring and evidence of reduction/halting of illegal and destructive practices
12	G	CE	Are extractive practices effectively stopped within the MPAs no-take zone/area?	○	○	○	○	Resource use report is in place showing effective halting of extractive practices in NTZ/A
13	G	CE	Is the judiciary able and efficient in dealing with the prosecution process regarding MPA enfractions?	○	○	○	○	Testimonial evidence available showing efficient and able prosecution responses.
14	SE	CE	Are education and outreach programs planned and ongoing with sustainable support within the MPA?	○	○	○	○	Clear plan for long-term education and outreach available.

Note:
Y=Yes; N=No; DK=Don't Know; NA=Not Applicable
Cat=category (B=biophysical; SE=socio-economic; G=governance)
CC=Conservation Criteria (IA = Implementation Activity, OP = Output, OC = Outcome, CE = Conservation Effect)

Figure 23. List of Questions of Table E – part 1

Result	Yes	No	Don't Know	Not Applicable		Score
Total Responses	0	0	0	0	Total score expected = Total number of questions (14) – number of 'Not Applicable' answers.	14
					Proportional 'Yes' results = (Total 'Yes' recorded) ÷ (Total score expected) x 100.	0.00%
						Reset

Conservation Effect calculation

Total CE questions in Table	Yes	No	Don't Know	Not Applicable
6	0	0	0	0

Figure 24. List of Questions of Table E – part 2

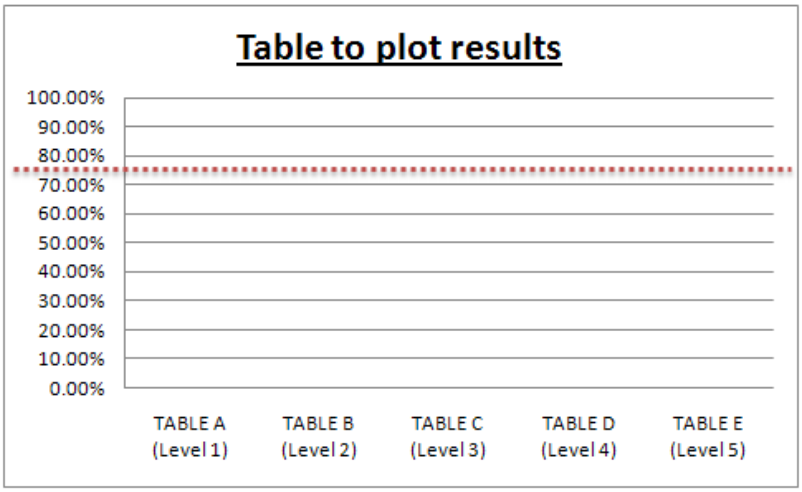
Instructions:

1. To open this worksheet, click **'Questions – Table E'** Questions – Table E tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
2. Give your response to every question by clicking either Yes, No, Do Not Know or Not Applicable, at the associated circle.
3. Then, fill out linked sections in **Indicators and Data Collation** column with appropriate MPA situation (and/or the availability of supporting data/information).
4. For Question #9, fill out the table with goal(s)/target(s) listed in MPA Management Plan and the achievement(s) observed at the time when the exercise is being done.
5. For Question #10, state threats to MPA and percentage of abatement that has been achieved at the time when the exercise is being done.
6. Result and Score for Table E will be calculated automatically by MS-Excel software.
7. Calculation of Conservation Effect is carried out automatically as well.
8. **Note: do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.12 Scorecard Final Result

Calculating the "Management Level"

Results / Table	Total 'Yes' Recorded	Total 'No' Recorded	Total 'Don't Know' Recorded	Total 'Not Applicable' Recorded	Proportional 'Yes' results = Total 'Yes' recorded / Total score expected (- NAs) x 100.
TABLE A (Level 1)	0	0	0	0	0.00%
TABLE B (Level 2)	0	0	0	0	0.00%
TABLE C (Level 3)	0	0	0	0	0.00%
TABLE D (Level 4)	0	0	0	0	0.00%
TABLE E (Level 5)	0	0	0	0	0.00%



Calculating the "Conservation Effect"

Please copy your final results from Tables D and E into the below table.

	Total CE questions in Table	Total 'Yes' Recorded	Total 'No' Recorded	Total 'Don't Know' Recorded	Total 'Not Applicable' Recorded
TABLE D	5	0	0	0	0
TABLE E	6	0	0	0	0

Total Number of Expected Results

Number of possible CE questions (11) minus number of 'Not Applicable' answers

11 - 0 = 11

CE rating calculation

Number of Total 'Yes' answer ÷ Total Number of 'Expected Results' (above) x 100

(0 ÷ 11) X 100% = 0%

Figure 25. Calculation of Scorecard Final Result

Notes:

1. This final result will be calculated automatically by MS-Excel software. The result is obtained with assumption that user(s) understand fully the concept and has/have made informed selection of answering options derived from appropriate MPA situation (and/or the availability of supporting data/information).

2. To open this worksheet, click **'Scorecard Final Result'** tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
3. **Do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

3.2.13 Results: Management Level and Conservation Effect Rating

RESULTS

Based on the above calculations your MPA Management Level is:

Management Level: _____

This means that your MPA is

Level	MPA	Result
LEVEL 1	Initiated	
LEVEL 2	Established	
LEVEL 3	Enforced	
LEVEL 4	Sustainable	
LEVEL 5	Institutionalized (Fully Functional)	

Based on the above calculations your MPA Conservation Effect meets which rating? (please tick as relevant in the below box):

Rating	Description	Result
1	Conservation Effects have yet to be measured or observed, or are observed in less than a quarter (<25%) of the recognized potential effect areas.	
2	Conservation Effects have been measured or observed in more than a quarter (>25%) but less than a half (<50%) of the recognized potential effect areas.	
3	Conservation Effects have been recognized in more than half (> 50%) but less than three quarters (<75%) of the recognized potential effect areas.	
4	Conservation Effects have been recognized in more than three quarters (> 75%) of the recognized potential effect areas.	

This means that your Conservation Effect rating is:

Conservation Effect Rating: _____

Figure 26. Final Results of Management Level and Conservation Effect Rating

Notes:

1. This form presents final result of MPA 'Management Level' and 'Conservation Effect Rating'.
2. To open this worksheet, click **'MPA Review Result'** MPA Review Result tab at the bottom of MS-Excel screen. If the tab title is not appear properly or the tab is not visible, you can move to the respective tab by clicking the forward (►) button situated on the left hand, bottom corner of MS-Excel screen. You can return to previous tab anytime by clicking the backward (◄) button.
3. **Do not forget to save your work after you finish with this section!** (In case you did not activate the auto-save facility).

FINAL NOTES

We have prepared this "MPAME eWorksheet User Manual" carefully and we hope it is quite clear so you can use it easily. However, there is nothing perfect in this world and may there be something incorrect or do not work in this Manual, please send your comments, critiques and suggestions for future improvement to us:

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